# Finance Report for DCEO Steering Group

# Financial Year 2017/18, May 2017

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## Executive Summary

The Finance Management Pack will now include a cash flow for the year with actuals to date and forecast to the end of the year.

A budget review is undertaken each quarter to illustrate and annotate what changes have been made in short term plans throughout the last three months starting from the BV1 agreed with DCMS in November 2016. This will be included in the management pack for June. Fee income will be reviewed for the BV2 version that will be submitted to DCMS.

Overall budget expenditure is as planned, however there remains a challenge to profile the budget in line with expenditure within distinct budget lines. Monthly budget meetings allow us more insight into any variances.

### Spend under / (over) variance tolerance of 10%:

| Budget | % Variance | Comments |
|---|---|---|
| Training and recruitment | (18%) | This is mainly due to the apprentice levy, total 15k that was not included in the overall budget and a particularly large invoice for security training that was not planned until later in the year. Noted for budget review |
| IT costs | (12%) | We have seen a large jump in registrations paying by card from 39% at the beginning of the year to current 46%. Card processing charges have therefore increased by 22k. The other factor of increase cost is the new notification printing contract which is more expensive than forecasted. Noted for budget review. |
| Project spend | (27%) | This tends to vary with progression of projects – only billed at particular milestones. No over or underspend projected. |
| Communications | 47% | Budget was allocated for the annual report launch and survey, both of which have not happened as at end of May. |
| Financial costs | 21% | No internal audit work has started as yet; budget will be profiled for later in the year when audit plan is signed off. Noted for budget review |
| Travel | (34%) | Leadership team, International strategy & Intelligence, Business development, Corporate affairs, General Counsel, and Technology policy have all exceeded their travel budgets to May by >£1,000. This is symptomatic of additional required in the run up to GDPR as teams are spending more time out of the offices at seminars conferences, meetings and training sessions. Budget to be reviewed at Q1 end for appropriateness. |

# Financial Overview as at 31 May

## Cash Flow

Based on our known contingent commitments over the next few years and in the interest of using our cash flows prudently, we would not recommend dropping below a base level of £1million in the bank at any time. The cash flow indicates that we are unlikely to drop beneath £2.2m during the year, which means we have some cash resilience. Work is underway with DCMS to ascertain what options are available to us regarding surplus non-budgeted reserve funds. This work is not likely to be progressed until DCMS accounts team has laid their internal accounts, later in the summer, however the discussions have started.

## DP Income (see appendix 1)

| Month | Budget | Actual | *Variance* | % |
|---|---|---|---|---|
| **April** | 1,528 | 1,458 | *(70)* | *(5%)* |
| **May** | 1,547 | 1,732 | 185 | 12% |
| ***Subtotal*** | ***3,075*** | ***3,190*** | ***115*** | ***(4%)*** |
| **June** | 1,640 | | | |
| **July** | 1,715 | | | |
| **August** | 1,555 | | | |
| **September** | 1,880 | | | |
| **October** | 1,847 | | | |
| **November** | 1,748 | | | |
| **December** | 1,242 | | | |
| **January** | 2,062 | | | |
| **February** | 1,841 | | | |
| **March** | 1,953 | | | |
| **£ Year** | ***20,559** | | | |

*Updated budget reflects an uplift of 5% from the previous year

# Month End Financial Summary

**MANAGEMENT REPORT**

**For the Two Months Ending 31 May 2017**

| | Year To Date | | | | Full Year | Prior Year |
|---|---|---|---|---|---|---|
| | Budget | Actual | Variance | Var % | Forecast | 2016/17 |
| | £ | £ | £ | % | £ | £ |
| GRANT IN AID | 625,000 | 625,000 | - | - | 3,791,000 | 3,790,000 |
| DP FEE INCOME | 3,075,084 | 3,189,617 | (114,533) | (4%) | 20,559,000 | 19,729,439 |
| DRIPA INCOME | - | - | - | - | 330,000 | 330,000 |
| BANK INTEREST | - | (75) | 75 | - | - | 75 |
| **TOTAL INCOME** | **3,700,084** | **3,814,542** | **(114,458)** | **(3%)** | **24,680,000** | **23,849,514** |
| **TOTAL OFFICE COSTS** | **221,233** | **204,015** | **17,218** | **8%** | **1,256,200** | **1,523,289** |
| **TOTAL STAFF COSTS** | **2,875,080** | **2,844,798** | **30,281** | **1%** | **18,663,107** | **16,029,657** |
| **TOTAL TRAINING AND RECRUITMENT** | **75,136** | **88,916** | **(13,780)** | **(18%)** | **455,000** | **579,010** |
| **TOTAL IT COSTS** | **411,143** | **459,089** | **(47,946)** | **(12%)** | **2,548,325** | **2,505,735** |
| **TOTAL PROJECT SPEND** | **192,445** | **244,708** | **(52,263)** | **(27%)** | **534,675** | **688,500** |
| **TOTAL COMMUNICATIONS** | **56,150** | **29,503** | **26,647** | **47%** | **388,400** | **507,460** |
| **TOTAL FINANCIAL COSTS** | **7,159** | **5,634** | **1,525** | **21%** | **107,500** | **153,134** |
| **TOTAL TRAVEL** | **69,162** | **92,823** | **(23,661)** | **(34%)** | **515,700** | **526,336** |
| **TOTAL LEGAL, PROFESSIONAL & OTHER** | **85,753** | **77,536** | **8,217** | **10%** | **953,490** | **595,466** |
| **TOTAL COSTS** | **3,993,261** | **4,047,023** | **(53,762)** | **(1%)** | **25,422,397** | **23,108,588** |
| **CAPITAL SPEND** | **-** | **-** | **-** | **-** | **650,000** | **616,614** |
| **OPERATING SURPLUS** | **(293,177)** | **(232,481)** | **(60,696)** | **21%** | **(1,392,397)** | **124,312** |
| **GIA PROGRAMME 1819 ADVANCE** | **-** | **-** | **-** | **-** | **1,400,000** | **-** |
| **SURPLUS** | **(293,177)** | **(232,481)** | **(60,696)** | **21%** | **7,603** | **124,312** |

Based on the above summary, we have received 4% over our updated DP budget. The income budget will be reviewed at the end of Q1.

The first GIA Programme advance will be received in June; the full year forecast indicates the expected position at the year end.

## Civil Monetary Penalties (CMPs)

Below is the summary of those debts we still consider recoverable from the previous year plus new penalties issued to May 2017.

| | |
|---|---|
| Gross debts B/fwd from 2016-17 | 594,600 |
| Issued penalties gross | 1,300,100 |
| Issued prompt payment discount | (144,200) |
| Irrecoverable debts written off | - |
| **Net** | **1,750,500** |
| Receipts* | (605,433) |
| Balance | **1,145,067** |

*Of this sum, £605,433 is due to be paid to the consolidated fund in June 2017.

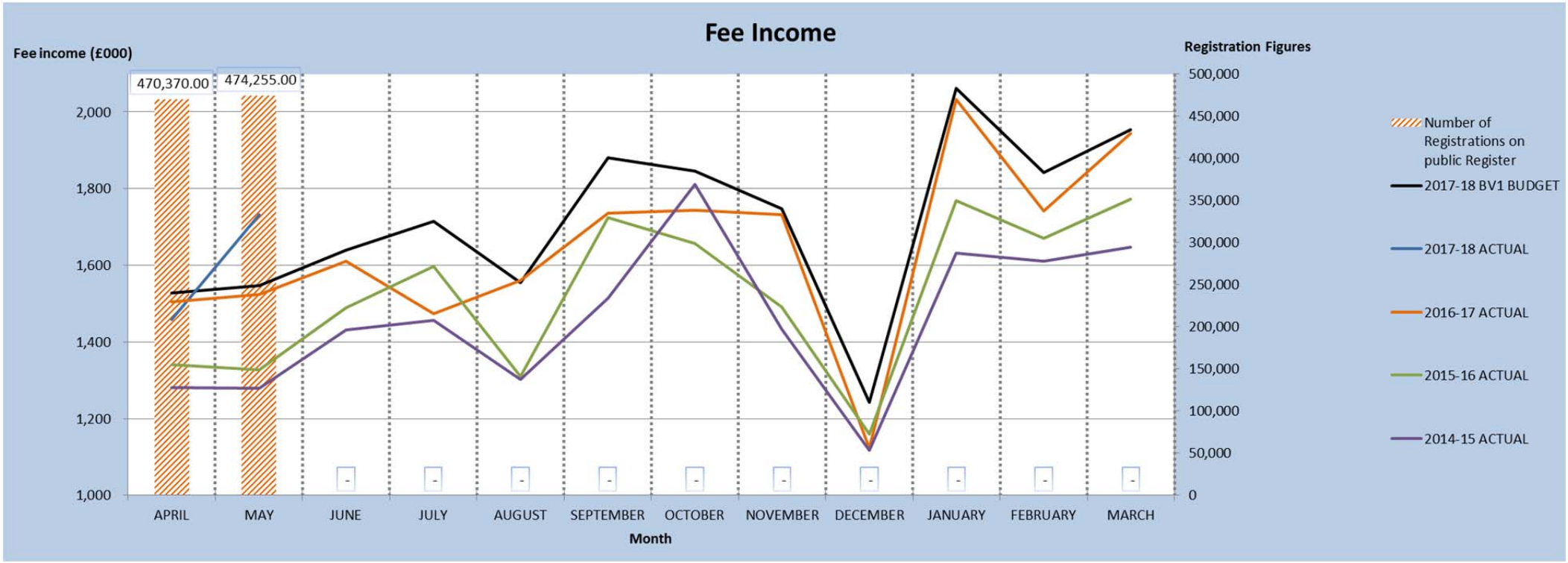
## Spending controls

The ICO is complying with the Cabinet Office Spending Controls Guidance v 4.0

https://www.gov.uk/government/publications/cabinet-office-controls/cabinet-office-controls-guidance-version-40

**Heather Dove**
**May 2017**

**Appendix 1**
**DP Fee Income May 2017**



## MANAGEMENT REPORT

## For the Two Months Ending 31 May 2017

| | Year To Date | | | | Full Year | Prior Year |
|---|---|---|---|---|---|---|
| | Budget | Actual | Variance | Var % | Forecast | 2016/17 |
| | £ | £ | £ | % | £ | £ |
| GRANT IN AID | 625,000 | 625,000 | 0 | - | 3,791,000 | 3,790,000 |
| DP FEE INCOME | 3,075,084 | 3,189,617 | -114,533 | (3.7%) | 20,559,000 | 19,729,439 |
| DRIPA INCOME | 0 | 0 | 0 | - | 330,000 | 330,000 |
| BANK INTEREST | 0 | -75 | 75 | - | 0 | 75 |
| **TOTAL INCOME** | **3,700,084** | **3,814,542** | **-114,458** | **(3.1%)** | **24,680,000** | **23,849,514** |
| RENT | 71,166 | 70,606 | 560 | 0.8% | 427,000 | 646,378 |
| RATES & BUILDING INSURANCE | 39,332 | 38,529 | 803 | 2.0% | 236,000 | 235,770 |
| SERVICE CHARGES | 9,166 | 11,421 | -2,255 | (24.6%) | 55,000 | 33,624 |
| CAR PARKING | 1,200 | 1,220 | -20 | (1.7%) | 7,200 | 54,104 |
| HEAT & LIGHT | 28,254 | 25,096 | 3,158 | 11.2% | 107,000 | 102,670 |
| WATER | 2,774 | 2,994 | -220 | (7.9%) | 16,000 | 17,067 |
| CLEANING | 12,332 | 13,435 | -1,103 | (8.9%) | 74,100 | 88,463 |
| SECURITY | 9,833 | 8,409 | 1,424 | 14.5% | 59,000 | 52,462 |
| WASTE | 666 | 401 | 265 | 39.8% | 4,000 | 5,797 |
| REPAIRS & MAINTENANCE | 14,000 | 4,712 | 9,288 | 66.3% | 75,500 | 49,277 |
| MOTOR COSTS | 0 | 0 | 0 | - | 0 | -151 |
| KITCHEN | 6,364 | 3,032 | 3,332 | 52.4% | 38,000 | 32,524 |
| REMOVALS | 0 | 379 | -379 | - | 0 | 0 |
| FURNITURE | 5,000 | 313 | 4,687 | 93.7% | 60,000 | 46,407 |
| GENERAL EQUIPMENT | 1,666 | 847 | 819 | 49.2% | 10,000 | 8,191 |
| STATIONERY | 7,600 | 7,252 | 348 | 4.6% | 45,400 | 46,178 |
| POSTAGE | 10,200 | 14,811 | -4,611 | (45.2%) | 61,000 | 55,840 |
| DOCUMENT DESTRUCTION | 1,418 | 559 | 859 | 60.6% | 8,000 | 5,768 |
| OTHER | 262 | 0 | 262 | 100.0% | 3,000 | 84,449 |
| OFFICE COSTS CAPITALISED | 0 | 0 | 0 | - | -30,000 | -41,529 |
| **TOTAL OFFICE COSTS** | **221,233** | **204,015** | **17,218** | **7.8%** | **1,256,200** | **1,523,289** |

## MANAGEMENT REPORT

## For the Two Months Ending 31 May 2017

| | Year To Date | | | | Full Year | Prior Year |
|---|---|---|---|---|---|---|
| | Budget | Actual | Variance | Var % | Forecast | 2016/17 |
| | £ | £ | £ | % | £ | £ |
| SALARIES | 2,188,929 | 2,099,047 | 89,882 | 4.1% | 14,199,726 | 12,062,267 |
| OVERTIME | 26,406 | 20,800 | 5,606 | 21.2% | 148,000 | 110,106 |
| PENSION | 455,206 | 428,353 | 26,853 | 5.9% | 2,953,948 | 2,452,706 |
| NATIONAL INSURANCE | 218,254 | 203,145 | 15,109 | 6.9% | 1,418,141 | 1,150,172 |
| AGENCY STAFF | 0 | 88,279 | -88,279 | - | 0 | 291,489 |
| SALARIES INCOME | -17,359 | 0 | -17,359 | 100.0% | -84,500 | -68,616 |
| PENSION INCOME | -3,492 | 0 | -3,492 | 100.0% | -17,000 | -14,582 |
| NATIONAL INSURANCE INCOME | -1,746 | 0 | -1,746 | 100.0% | -8,500 | -7,829 |
| NON EXEC BOARD MEMBER | 8,882 | 5,174 | 3,708 | 41.7% | 53,292 | 53,944 |
| **TOTAL STAFF COSTS** | **2,875,080** | **2,844,798** | **30,281** | **1.1%** | **18,663,107** | **16,029,657** |
| RECRUITMENT | 18,334 | 21,532 | -3,198 | (17.4%) | 110,000 | 166,022 |
| RELOCATION EXPENSES | 0 | 0 | 0 | - | 0 | 41,575 |
| HEALTH & SAFETY | 6,802 | 6,542 | 260 | 3.8% | 45,000 | 46,860 |
| APPRENTICESHIP LEVY | 0 | 5,222 | -5,222 | - | 0 | 0 |
| FURTHER EDUCATION | 1,000 | 626 | 375 | 37.5% | 6,000 | 7,478 |
| ALL STAFF SKILLS DEVELOPMENT | 20,000 | 41,731 | -21,731 | (108.7%) | 120,000 | 302,965 |
| SEMINARS AND CONFERENCES | 22,000 | 1,914 | 20,086 | 91.3% | 132,000 | 0 |
| MANAGEMENT DEVELOPMENT | 3,000 | 2,148 | 852 | 28.4% | 18,000 | 14,111 |
| CSL E LEARNING | 1,000 | 0 | 1,000 | 100.0% | 6,000 | 0 |
| CSL WORKSHOPS | 1,000 | 0 | 1,000 | 100.0% | 6,000 | 0 |
| PROFESSIONAL QUALIFICATIONS | 1,000 | 9,202 | -8,202 | (820.2%) | 6,000 | 0 |
| INFORMATION TECHNOLOGY | 1,000 | 0 | 1,000 | 100.0% | 6,000 | 0 |
| **TOTAL TRAINING AND RECRUITMENT** | **75,136** | **88,916** | **-13,780** | **(18.3%)** | **455,000** | **579,010** |
| HOSTING, WEB AND TELEPHONY | 119,387 | 120,361 | -974 | (0.8%) | 716,322 | 704,277 |
| APP & DESKTOP SUPPORT | 113,334 | 112,933 | 401 | 0.4% | 680,003 | 679,870 |
| SOFTWARE LICENSING | 80,834 | 79,109 | 1,725 | 2.1% | 485,000 | 379,419 |

## MANAGEMENT REPORT

## For the Two Months Ending 31 May 2017

| | Year To Date | | | | Full Year | Prior Year |
|---|---|---|---|---|---|---|
| | Budget | Actual | Variance | Var % | Forecast | 2016/17 |
| | £ | £ | £ | % | £ | £ |
| SECURITY CONTRACT | 8,334 | 7,590 | 744 | 8.9% | 50,000 | 54,482 |
| NOTIFICATION PRINTING | 19,534 | 41,676 | -22,142 | (113.3%) | 190,000 | 222,494 |
| MANAGED PRINT | 7,084 | 6,506 | 578 | 8.2% | 42,500 | 33,702 |
| CARD PROCESSING CHARGES | 13,220 | 24,916 | -11,696 | (88.5%) | 88,000 | 103,982 |
| HARDWARE MAINTENANCE | 8,334 | 15,446 | -7,112 | (85.3%) | 50,000 | 70,975 |
| GOV SECURE INTERNET | 16,666 | 19,871 | -3,205 | (19.2%) | 100,000 | 0 |
| TELEPHONY CALLS & BROADBAND | 24,416 | 30,682 | -6,266 | (25.7%) | 146,500 | 256,534 |
| **TOTAL IT COSTS** | **411,143** | **459,089** | **-47,946** | **(11.7%)** | **2,548,325** | **2,505,735** |
| | | | | | | |
| RESOURCES | 0 | 125,933 | -125,933 | - | 0 | 0 |
| SOFTWARE | 0 | 8,240 | -8,240 | - | 0 | 0 |
| HARDWARE | 0 | 24,627 | -24,627 | - | 0 | 0 |
| SUNDRY (OTHER) | 192,445 | 1,651 | 190,794 | 99.1% | 1,154,675 | 1,263,585 |
| PROJECT COSTS TBA | 0 | 84,257 | -84,257 | - | 0 | 0 |
| PROJECT WORK CAPITALISED | 0 | 0 | 0 | - | -620,000 | -575,085 |
| **TOTAL PROJECT SPEND** | **192,445** | **244,708** | **-52,263** | **(27.2%)** | **534,675** | **688,500** |
| | | | | | | |
| CAMPAIGNS, MEDIA RELATIONS & PR | 5,200 | 6,107 | -907 | (17.4%) | 31,200 | 24,665 |
| MEDIA MONITORING | 13,200 | 8,280 | 4,920 | 37.3% | 79,200 | 135,625 |
| DESIGN & PRINT | 9,166 | 5,384 | 3,782 | 41.3% | 55,000 | 40,922 |
| DISTRIBUTION | 6,666 | 5,308 | 1,358 | 20.4% | 40,000 | 25,774 |
| SURVEYS | 11,000 | 0 | 11,000 | 100.0% | 66,000 | 26,779 |
| CONFERENCES GENERAL | 0 | 1,939 | -1,939 | - | 104,000 | 269,310 |
| CONFERENCE INCOME | 0 | 0 | 0 | - | -50,000 | -48,686 |
| ICON DEVELOPMENT | 2,500 | 0 | 2,500 | 100.0% | 15,000 | 0 |
| STAFF EVENTS | 6,584 | 772 | 5,812 | 88.3% | 37,000 | 19,578 |
| WEB MAINTENANCE | 1,834 | 1,713 | 121 | 6.6% | 11,000 | 13,493 |
| **TOTAL COMMUNICATIONS** | **56,150** | **29,503** | **26,647** | **47.5%** | **388,400** | **507,460** |

## MANAGEMENT REPORT

## For the Two Months Ending 31 May 2017

| | Year To Date | | | | Full Year | Prior Year |
|---|---|---|---|---|---|---|
| | Budget | Actual | Variance | Var % | Forecast | 2016/17 |
| | £ | £ | £ | % | £ | £ |
| BANK CHARGES | 0 | 217 | -217 | - | 37,500 | 47,624 |
| EXTERNAL AUDIT | 5,500 | 5,417 | 83 | 1.5% | 33,000 | 32,500 |
| INTERNAL AUDIT | 1,659 | 0 | 1,659 | 100.0% | 37,000 | 69,431 |
| CORPORATION TAX | 0 | 0 | 0 | - | 0 | 17 |
| BAD DEBT WRITE OFF | 0 | 0 | 0 | - | 0 | 3,562 |
| **TOTAL FINANCIAL COSTS** | **7,159** | **5,634** | **1,525** | **21.3%** | **107,500** | **153,134** |
| CAR HIRE | 1,584 | 459 | 1,125 | 71.0% | 9,500 | 5,251 |
| TRAVEL HOSTING | 0 | 88 | -88 | - | 0 | 226 |
| TRAVEL UK | 52,211 | 66,228 | -14,016 | (26.8%) | 383,500 | 445,577 |
| TRAVEL OVERSEAS | 18,859 | 26,490 | -7,631 | (40.5%) | 139,700 | 97,136 |
| TRAVEL INCOME - UK | -1,438 | 0 | -1,438 | 100.0% | -7,000 | -6,526 |
| TRAVEL INCOME - OVERSEAS | -2,054 | -442 | -1,612 | 78.5% | -10,000 | -15,328 |
| **TOTAL TRAVEL** | **69,162** | **92,823** | **-23,661** | **(34.2%)** | **515,700** | **526,336** |
| LEGAL | 39,159 | 34,598 | 4,561 | 11.6% | 562,000 | 349,017 |
| LEGAL COSTS RECOVERED | -5,136 | -1,004 | -4,132 | 80.5% | -25,000 | -27,109 |
| LIBRARY & SUBSCRIPTIONS | 14,625 | 9,703 | 4,922 | 33.7% | 82,000 | 54,354 |
| PROFESSIONAL MEMBERSHIPS | 0 | 1,935 | -1,935 | - | 13,250 | 10,714 |
| RESEARCH | 4,500 | 0 | 4,500 | 100.0% | 90,000 | 35,634 |
| RESEARCH GRANTS FUND | 8,174 | 0 | 8,174 | 100.0% | 125,000 | 0 |
| PROFESSIONAL SERVICES | 13,691 | 35,665 | -21,974 | (160.5%) | 95,500 | 163,404 |
| STAFF RECOGNITION | 10,740 | -3,361 | 14,101 | 131.3% | 10,740 | 9,452 |
| **TOTAL LEGAL, PROFESSIONAL & OTHER** | **85,753** | **77,536** | **8,217** | **9.6%** | **953,490** | **595,466** |
| **TOTAL COSTS** | **3,993,261** | **4,047,023** | **-53,762** | **(1.3%)** | **25,422,397** | **23,108,588** |
| **CAPITAL SPEND** | **0** | **0** | **0** | **-** | **650,000** | **616,614** |

## MANAGEMENT REPORT

## For the Two Months Ending 31 May 2017

| | Year To Date | | | | Full Year | Prior Year |
|---|---|---|---|---|---|---|
| | Budget £ | Actual £ | Variance £ | Var % % | Forecast £ | 2016/17 £ |
| **OPERATING SURPLUS** | **-293,177** | **-232,481** | **-60,696** | **20.7%** | **-1,392,397** | **124,312** |
| **GIA PROGRAMME 1819 ADVANCE** | **0** | **0** | **0** | **-** | **1,400,000** | **0** |
| **SURPLUS** | **-293,177** | **-232,481** | **-60,696** | **20.7%** | **7,603** | **124,312** |
| **FTE Staff Analysis** | | | | | | |
| Permanent Staff Band A | 0.0 | 8.1 | (8.1) | 0.0 | 0.0 | 0.0 |
| Permanent Staff Band B | 0.0 | 31.5 | (31.5) | 0.0 | 0.0 | 0.0 |
| Permanent Staff Band C | 0.0 | 102.9 | (102.9) | 0.0 | 0.0 | 0.0 |
| Permanent Staff Band D | 0.0 | 126.0 | (126.0) | 0.0 | 0.0 | 0.0 |
| Permanent Staff Band E | 0.0 | 100.1 | (100.1) | 0.0 | 0.0 | 0.0 |
| Permanent Staff Band F | 0.0 | 54.8 | (54.8) | 0.0 | 0.0 | 0.0 |
| Permanent Staff Band G | 0.0 | 12.4 | (12.4) | 0.0 | 0.0 | 0.0 |
| Permanent Staff Band H | 0.0 | 4.0 | (4.0) | 0.0 | 0.0 | 0.0 |
| Agency Staff Band A | 0.0 | 1.0 | (1.0) | 0.0 | 0.0 | 0.0 |
| Agency Staff Band B | 0.0 | 1.0 | (1.0) | 0.0 | 0.0 | 0.0 |
| Agency Staff Band C | 0.0 | 6.0 | (6.0) | 0.0 | 0.0 | 0.0 |
| Agency Staff Band D | 0.0 | 1.6 | (1.6) | 0.0 | 0.0 | 0.0 |
| Agency Staff Band E | 0.0 | 1.0 | (1.0) | 0.0 | 0.0 | 0.0 |
| **Total FTE staff** | **0.0** | **450.3** | **(450.3)** | **0.0** | **0.0** | **0.0** |

INFORMATION COMMISSIONERS OFFICE

For the Twelve Months Ending 31 March 2018

| | Actual Apr-16 £ (000) | Actual May-16 £ (000) | *Forecast* Jun-16 £ (000) | *Forecast* Jul-16 £ (000) | *Forecast* Aug-16 £ (000) | *Forecast* Sep-16 £ (000) | *Forecast* Oct-16 £ (000) | *Forecast* Nov-16 £ (000) | *Forecast* Dec-16 £ (000) | *Forecast* Jan-17 £ (000) | *Forecast* Feb-17 £ (000) | *Forecast* Mar-17 £ (000) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Cash flows from operating activities** | | | | | | | | | | | | |
| Net Expenditure | | | | | | | | | | | | |
| DP FEE INCOME | -1,458 | -1,731 | -1,629 | -1,704 | -1,544 | -1,869 | -1,835 | -1,736 | -1,231 | -2,051 | -1,830 | -1,942 |
| DRIPA INCOME | 0 | 0 | -83 | 0 | 0 | -83 | 0 | 0 | -83 | 0 | 0 | -83 |
| OFFICE COSTS | 113 | 91 | 108 | 109 | 108 | 108 | 109 | 108 | 108 | 109 | 108 | 108 |
| STAFF COSTS | 1,432 | 1,413 | 1,491 | 1,526 | 1,525 | 1,544 | 1,602 | 1,614 | 1,616 | 1,634 | 1,634 | 1,633 |
| TRAINING AND RECRUITMENT | 40 | 49 | 35 | 37 | 37 | 36 | 36 | 37 | 36 | 38 | 39 | 35 |
| IT COSTS | 218 | 241 | 206 | 206 | 200 | 206 | 214 | 200 | 204 | 235 | 205 | 213 |
| PROJECT SPEND | 143 | 101 | 91 | 91 | 91 | 91 | 91 | 91 | 91 | 91 | 91 | -559 |
| COMMUNICATIONS | 15 | 14 | 29 | 31 | 101 | -79 | 31 | 31 | 31 | 31 | 60 | 96 |
| FINANCIAL COSTS | 3 | 3 | 9 | 5 | 8 | 7 | 4 | 7 | 8 | 43 | 5 | 7 |
| TRAVEL | 40 | 53 | 47 | 46 | 28 | 39 | 43 | 56 | 19 | 30 | 20 | 95 |
| LEGAL, PROFESSIONAL & OTHER | 27 | 50 | 92 | 61 | 31 | 56 | 66 | 135 | 79 | 113 | 102 | 142 |
| Net expenditure total | 572 | 285 | 395 | 407 | 585 | 55 | 361 | 542 | 878 | 272 | 434 | -253 |
| Decrease in trade and other receivables | 22 | 678 | 129 | -172 | 35 | 212 | -271 | 9 | 4 | -510 | 262 | -143 |
| Increase in trade payables | 513 | -913 | -53 | 212 | -7 | -131 | 41 | -33 | -4 | 325 | -171 | 9 |
| Use of provisions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Net cash outflow from operating activitie** | **1,107** | **50** | **471** | **447** | **614** | **136** | **131** | **517** | **878** | **87** | **524** | **-387** |
| **Cash flows from investing activities** | | | | | | | | | | | | |
| Capital Spend | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 650 |
| Profit/Loss on Disposal of Fixed Assets | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Net cash outflow from investing activitie** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **650** |
| **Cash flows from financing activities** | | | | | | | | | | | | |
| Grant in Aid | -313 | -313 | -313 | -313 | -313 | -313 | -313 | -313 | -354 | -313 | -313 | -313 |
| Grant in Aid Programme in Advance | | | -140 | -140 | -140 | -140 | -140 | -140 | -140 | -140 | -140 | -140 |
| **Net cash flows from financing activities** | **-313** | **-313** | **-453** | **-453** | **-453** | **-453** | **-453** | **-453** | **-494** | **-453** | **-453** | **-453** |
| **Net increase / (decrease) in cash and cash equivalents in the year** | | | | | | | | | | | | |
| Net increase/(decrease) in cash | 794 | -262 | 18 | -5 | 161 | -316 | -321 | 64 | 385 | -365 | 72 | -190 |
| **Cash & equivalents- start of period** | **3,630** | **2,836** | **3,098** | **3,080** | **3,085** | **2,924** | **3,240** | **3,561** | **3,497** | **3,112** | **3,477** | **3,405** |
| **Cash & equivalents- end of period** | **2,836** | **3,098** | **3,080** | **3,085** | **2,924** | **3,240** | **3,561** | **3,497** | **3,112** | **3,477** | **3,405** | **3,595** |